

**FREE GSA PROPERTY TRAINING COURSE**  
SPONSORED BY SOUTHEAST SUNBELT REGION

# Excess Personal Property Management & Disposal Training

**September 16, 2009**

9:00 AM - 3:00 PM

Environmental Protection Agency Campus  
Research Triangle Park (RTP) Main Campus Facility  
Classroom C1114  
109 T. W. Alexander Drive  
Research Triangle Park, NC

## **GSAXcess.gov Training**

Learn the rules and process for disposing of excess government personal property in this free course.

*Topics to be covered during this course:*

- GSAXcess.gov Website
- Learn How To: Create/Modify/Review and Delete Reports, Upload Pictures, Search and Select, Inquire/Change and Delete Requests & Want list Items in GSA Xcess.

Course will benefit both the experienced Property Management professional as well as newcomers. Course will be taught by GSA Personal Property Management Division.

***FREE Training Opportunity!***

**For more information, please contact: Tara Caldwell at (404) 331-3071**

